



Summer Food Service Program

Sponsor Training
Spring 2026



Summer Squad



Kayte Partch



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Housekeeping

- Camera on or off – your choice
- Mute microphone to avoid feedback and background noise
- Type questions in chat box or unmute microphone at end to ask
- Handouts and slides will be posted to the NDE website after trainings
- Please stay logged-in until the end! There will be an attendance form to complete.
- This training is being recorded



Agenda

- Program requirements
- Application & claims
- Site monitoring & documentation
- Meal requirements
- Program flexibilities
- Program costs
- Procurement
- Rural Non-Congregate (as applicable)



Agenda

- ✓ Program requirements
 - Application & claims
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 - Program costs
 - Procurement
 - Rural Non-Congregate



Program Requirements

2 CFR 200.400, 200.302 & 200.303

- Effective & efficient operation through sound practices
- Implement internal controls & procedures necessary for proper administration of federal funds
- Reasonable assurance of compliance
- Safeguard funds, use only for intended purpose



Program Requirements

Area Eligibility

- Can serve meals to all children ages 1 - 18 years in eligible areas

≥50% of children eligible for Free/Reduced-price meals

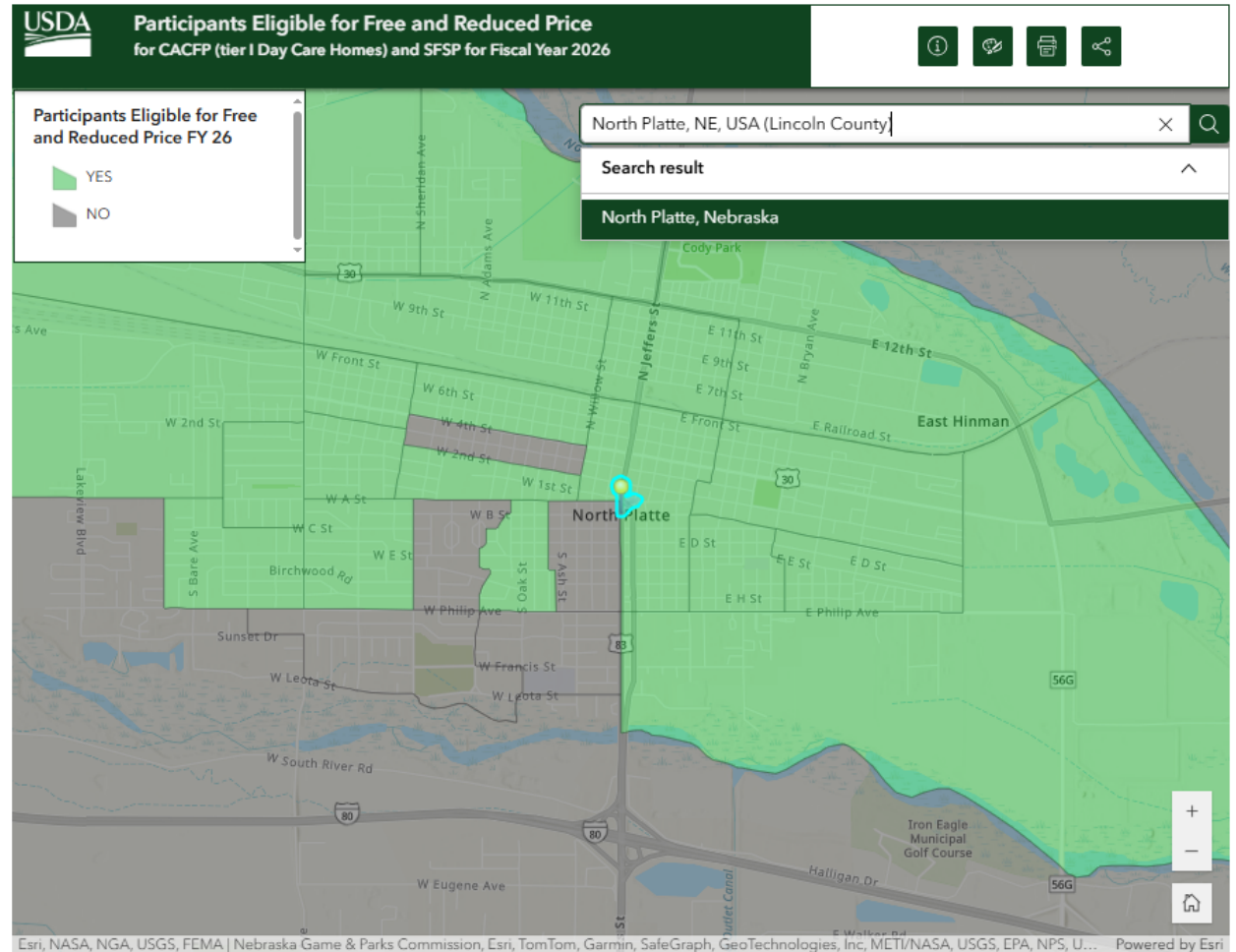
- School meals claim data or
- Census data available from [SFSP Area Eligibility Map](#)
 - Use exact site address to determine location's eligibility



Program Requirements

Area Eligibility

- SFSP Area Eligibility Map
 - Use exact site address to determine location's eligibility





Program Requirements

Site Types

- **Open** sites operate in an area eligible location; serve meals to ALL children (ages 1-18) for free
- **Closed-Enrolled** sites provide free meals to children enrolled in an activity program at the site where at least half of participants are eligible for free and reduced-price meals or in an area eligible location
- **Camps** receive reimbursement for only the meals served to children who are eligible for free or reduced-price meals



Advertise Open Sites

- Sponsors are required to advertise open sites
 - NDE will send a public release
- Site rules must be posted in visible location
 - make sure site rules are updated and posted
- NDE resources and promotional materials



Advertise Open Sites



City Park, 123 1st St.

May 31 – July 31

Breakfast 9:30 – 10:00

Lunch 11:30 – 12:15

Site Rules

1. Adults may not eat from child's plate
2. Adults pay \$3.00 for breakfast & \$5.50 lunch
3. No perishable meal items may be taken off site; no exceptions
4. Breakfast ends promptly at 10:00
5. Lunch ends promptly at 12:15
6. Place all trash in receptacles
7. No fighting, horseplay or profanity

This institution is an equal opportunity provider

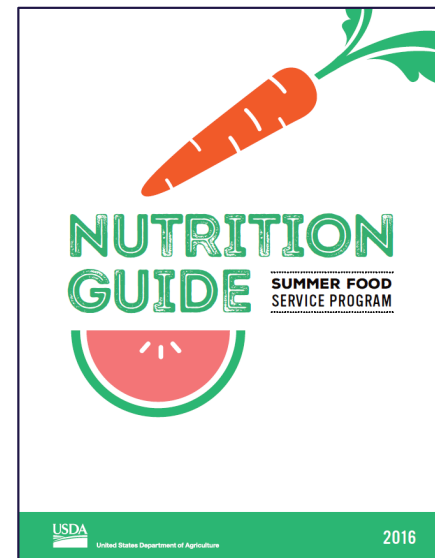


Staff Training

USDA Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

Summer Food Service Program Administration Guide

2024





Staff Training

- Be a summer meals champion: provide children with a nutritious meal & activities to exercise their bodies and brains
- Recordkeeping
- Meal pattern
- Site visits
- Reporting procedures
- Civil Rights



SFSP Training on NDE Website



Training Home

School Meals Program >

Seamless Summer Option

Child and Adult Care Food Program >

Summer Food Service Program v

Forms & Resources

News

Program Information

Training

Team Nutrition >

Nebraska Farm To School >

Child Nutrition Program (CNP)

Quick Links >

Office of Coordinated Student Support Services



Questions, Comments, or Corrections? Let us know!

SFSP Training

SFSP Training

[SFSP Training Resources](#)

[SFSP Meal Pattern Chart](#)

[SFSP Production Record](#)

[SFSP Daily Meal Count](#) - Open SFSP sites use this form to count the number of meals served to children

[SFSP Sample Closed Enrolled Roster](#) - Use this meal counting form at Closed Enrolled sites

[SFSP Claim Entry Hints and Tips](#)

[Food Safety Training for Summer Food Service](#)

[Supplementary Trainings](#)

[Civil Rights Training](#)

[Special Assistance](#)



Civil Rights

- All staff with duties in SFSP **must complete** Civil Rights training
- Civil Rights training:
<https://www.education.ne.gov/wp-content/uploads/2020/06/Civil-Rights-PPT-rev-1.pdf>
- Must visibly post the “And Justice For All” poster at all meal service sites:
<https://www.education.ne.gov/ns/training/national-school-lunch-program/#1626663401778-a37a5163-db44>



Civil Rights

- All staff with duties in SFSP **must complete** Civil Rights training
 - Bookkeeper
 - Foodservice Director
 - POS staff
 - Cooks
 - Dishwasher



Document All Training

- Training log
 - Identify topics
 - Date
 - Team members who attended

- Training is a tool for your team!

Summer Food Service Program (SFSP) Training Certification

Sponsor Name _____

Date of Training: _____

Name(s) of Sponsor Personnel Who Conducted Training Session(s):

1. _____ 2. _____ 3. _____

Training Topics:

1. **General program requirements:**

___ Meal pattern requirements ([NSLP](#) & [SFSP](#) meal pattern charts show what components are required for each meal type)

___ Civil Rights training: <https://www.education.ne.gov/ns/training/national-school-lunch-program/>

2. **Program operations:**

___ Point-of-service meal counts (must be maintained for all meal service days; must be completed fully & correctly)

___ Daily production records (must be maintained for all meal service days; must be completed fully & correctly)

3. **Special duties of Monitors:**

___ Must conduct one review of each feeding site within in the 1st 4 weeks of operation (link to site review form)

Attendee Names:

Representing SFSP Site:



Program Requirements

- Attend training
- Train your staff (program & civil rights)
- Find eligible meal service sites
- Monitor sites
- Keep all SFSP records for current year + 3 previous years
- Free meals to children ages 1-18 years
- **Cannot serve** meals to **only** summer school students



Chat check-in



Agenda

- ✓ Program requirements
- ✓ Application & claims
 - Site monitoring & documentation
 - Meal requirements
 - Program flexibilities
 - Program costs
 - Procurement
 - Rural Non-Congregate



Online Application

- Due May 1, 2026
- All sites must have approved applications + all sponsor application packets must be approved before meals can be claimed for reimbursement





Application

<https://nutrition.education.ne.gov>

Action	Form Name	Latest Version	Status
1 View Admin	✓ Sponsor Application	Original	Approved
4 View	✓ Budget Detail	Original	Approved
2 Details	✓ Food Production Facility List (2)		
Details	Site Field Trip List		
5 Details	✓ Checklist Summary (2)		
Details	Application Packet Notes		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
3 Summer Food Service Program	1	10	0	0	0	0	11



< Back **Submit for Approval** Approve Return Deny



Application

IMPORTANT-order of completion

Action	Form Name	Latest Version	Status
1 View Admin	✓ Sponsor Application	Original	Approved
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2 Details	✓ Food Production Facility List (2)		
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Details	Application Packet Notes		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
3 Summer Food Service Program	1	10	0	0	0	0	11

↑

< Back Submit for Approval Approve Return Deny



Unique Entity ID

Unique Entity Number (twelve (12) digit UEI Number): U5BJMK5NTAH1

Click [here](#) if this number does not match your records. Please contact NDE to change the UEI number. Normally, the UEI number will not change unless the sponsor has changed their Federal Tax ID number (FTIN).

Physical address zip code from the System for Awards Management (SAM) Registration: 69138-1815

Click www.usps.com to verify the zip code + 4.

Date the Registration was completed or renewed:

04/01/2025

Sponsors are strongly encouraged to maintain a copy of the confirmation email received from SAM Registration.

- By checking the confirmation box and providing the date of registration or renewal, the Sponsor is confirming successful online registration or renewal in SAM Registration.

For further instructions, see Download Forms, document SAM_SFSP.

Notice is sent from SAM.gov 3 months prior to the expiration date to the email address associated with the registration

Your application cannot be approved if your current SAM.gov Registration renewal date has expired



UEI is Free

- NEVER EVER pay for your UEI number or renewal
- Acquiring and renewing UEI is *FREE!*
- Must renew UEI at sam.gov once every twelve months
- Will receive reminder when UEI is near expiration; failure to renew = no reimbursement



Sites You Will Use

Action		Site ID / Site Name	Status
View Admin	✓	0002 Airpark Recreation West	Rev. 1 / Approved
View Admin	✓	0003 Belmont Recreation Center	Original / Approved
View Admin	✓	0004 Boys & Girls Club	Rev. 2 / Approved
View Admin	✓	0005 Calvert Recreation Center	Original / Approved
View Admin	✓	0019 Connection Point	Original / Approved
View Admin	✓	0006 Culler Middle School	Rev. 2 / Approved
View Admin	✓	0007 Dawes Middle School	Original / Approved



Approved site applications



Park Sites: Inclement Weather

Site Operation

34. Check meal type(s) to be served at this site:

- Breakfast AM Snack Lunch PM Snack Supper

35. Indicate your system for serving meals to attending children:

- Cafeteria Style
 Unitized meal
 Family Style (Available to camp sites only)
 Offer vs. Serve
 Other (provide explanation)

36. Indicate if this is an outdoor or mobile site? Yes No

37. Indicate how the site supervisor will communicate the number of meals that will be needed for the following day:

38. Indicate your plan for the receipt and storage of meals before serving to children:
- Appropriate holding equipment is not available. Meals will be delivered no earlier than one hour prior to the beginning of meal service.
- Appropriate holding equipment is available at site to maintain meals at appropriate temperatures until service.

39. Indicate your plan for the storage or disposal of leftover meals or components:

40. Indicate your plan for serving meals during inclement weather (ex: excessive heat, rain):

Other (provide explanation below):



Average Daily Participation

- Adjust average daily participation (ADP) in site application as necessary
- Maximum number of meals served at a site
- Reduce waste, improve integrity
- Utilize 2025 participation as your guide



Average Daily Participation

- Tells the NDE how many children are served on an average day
- ADP value is used to set each site's cap (max daily average # meals)
- Regularly assess ADP and revise site application as needed
- Submit revision to increase ADP as soon as you realize it's needed (before claim submission each month)



Site CAP

- Site cap indicates the maximum number of SFSP meals served to children at each meal
 - Cannot exceed 110% of ADP

Example: If ADP is 100, site CAP can be no more than 110.



Field trips

Packet Assigned To: Kayte Partch			
Action	Form Name	Latest Version	Status
View Admin	✓ Sponsor Application	Original	Approved
View	✓ Budget Detail	Original	Approved
Details	✓ Food Production Facility List (3)		
Details	➔ Site Field Trip List (180)		
Details	✓ Checklist Summary (7)		
Details	Application Packet Notes (1)		
Details	Attachment List		

- Submit field trip request in CNP at least **24 hours BEFORE** field trip
- Single-day field trip requests only
- Open sites must remain open to serve meals
- CANNOT claim field trip meals if the site field trip is not submitted in CNP at least 24 hours prior



Dietary Accommodations

- Assign a contact person for special diet accommodations

Special Meal Pattern and Dietary Needs		
76. Will this site be serving children under age 1 year (infants 0 to 12 months)?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
77. Does this site anticipate the need to plan and/or prepare special diets for children with disabilities?	<input checked="" type="radio"/> Yes	<input type="radio"/> No



Medical statement specifying foods that should be left out & appropriate substitutes signed by MD, DO, APRN, PA, or RDN



Claims for Reimbursement

- Claims submitted individually for each month that meals are served
- Claims **must** be submitted & “accepted” in CNP no later than **60 days** after last day of month the meals were served
- Best practice: submit your claims by **noon (CT) on the 10th** of each month



RNC Claims for Reimbursement

- RNC meals are submitted in the same CNP claims system, however, are counted separately from congregational meals
- Do not combine congregational and non-congregational claim numbers



SFSP Claim Entry Hints

SFSP Training

SFSP Training

[SFSP Training Resources](#)

[SFSP Meal Pattern Chart](#)

[SFSP Production Record](#)

[SFSP Daily Meal Count](#) – Open SFSP sites use this form to count the number of meals served to children

[SFSP Sample Closed Enrolled Roster](#) – Use this meal counting form at Closed Enrolled sites

[SFSP Claim Entry Hints and Tips](#)

- Access here:
<https://www.education.ne.gov/ns/training/sfsp-training/>



Question

How many days after the last day of a claim month does a sponsor have to submit a claim for reimbursement?

60 days



Question

What is the order of completion for the parts of the application packet?

1. sponsor application
2. food production facility (as needed)
3. site application
4. budget detail
5. checklist summary



Question

What must be approved before meals served at a site are eligible for reimbursement?

Site application(s) and sponsor application



Question

When is the deadline to submit an application to serve SFSP meals in 2026?

May 1, 2026



Agenda

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Site Monitors

- Complete site visits
- Ensure site maintains daily records
 - Point-of-service meal counts (**congregate vs non-congregate**)
 - Production records/delivery tickets
- Ensure “And Justice for All” poster is clearly posted during all mealtimes
- Communicate with sponsor
- Identify needed corrective actions
- Not necessarily on-site every day



Site Supervisors

- Must be on site each day
- Maintains daily records in compliance with 7 CFR 225.15(c)(1)
 - **Missing records = denial of claim or denial of costs**
- Ensures meals served *only* during approved time
- Verifies meals meet meal pattern & served at proper temperature
- Assures meals served have all required components



Site Supervisor Responsibilities

- Point-of-service meal count completed when meals are served
- Children served before adults
- Implement corrective actions
- This person is on-site for entire meal service
- **Failure to have a trained site supervisor at EACH site during meal service is a major program violation**





Pre-operational Site Visits

Administrative Staff/Site Monitor

- Required for new sites that have not operated in the past *and* NEW rural non-congregate sites
- Required for previously-operated sites with operational issues like:
 - Site needed technical assistance;
 - Site completed corrective action to fix an issue.



Site Visit: 1st 2 weeks

Administrative Staff/Site Monitor

- Required for some sites
 - New in 2026 OR New RNC site in 2026
 - Operational issues in previous year
 - State agency directed
- Conduct during meal service
- Identify potential problems:
 - inadequate documentation related to daily production records/delivery tickets
 - inadequate documentation related to daily meal counts
 - operating outside approved meal times
 - not counting meals at point of service
 - health inspection violations



Annual Site Visit

Administrative Staff/Site Monitor

- Required for **all** sites in first 4 weeks
- Conduct during meal service
- Identify potential problems:
 - inadequate documentation related to daily production records/delivery tickets
 - inadequate documentation related to daily meal counts
 - operating outside approved meal times
 - not counting meals at point of service
 - health inspection violations



Take a 5 minute break?

Questions in the chat



Agenda

- ✓ Program requirements
- ✓ Application & claims
- ✓ Site monitoring & documentation
- ✓ **Meal requirements**
 - Program flexibilities
 - Program costs
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Meal Pattern

SFSP Training

- SFSP Training Resources
- SFSP Meal Pattern Chart**
- SFSP Production Record
- SFSP Daily Meal Count - Open SFSP sites use this form to count the number of meals served to...
- SFSP Sample Closed Enrolled Roster - Use this meal counting form at Closed Enrolled sites
- SFSP Claim Entry Hints and Tips
- Food Safety Training for Summer Food Service
- Supplementary Trainings
- Civil Rights Training
- Special Assistance

SUMMER FOOD SERVICE PROGRAM MEAL PATTERNS

FOOD COMPONENTS AND FOOD ITEMS	BREAKFAST Serve all three	LUNCH OR SUPPER Serve all four	SNACK Serve two of the four
Milk	REQUIRED	REQUIRED	
Fluid milk (whole, low-fat, or fat-free)	1 cup ¹ (½ pint, 8 fluid ounces) ²	1 cup (½ pint, 8 fluid ounces) ³	1 cup (½ pint, 8 fluid ounces) ²
Vegetables and Fruits – Equivalent quantity of any combination of...	REQUIRED	REQUIRED	
Vegetable or fruit or	½ cup	½ cup total ⁴	½ cup
Full-strength vegetable or fruit juice	½ cup (4 fluid ounces)		½ cup (6 fluid ounces) ⁵
Grains/Breads⁶ – Equivalent quantity of any combination of...	REQUIRED	REQUIRED	
Bread or	1 slice	1 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc. or	1 serving ⁷	1 serving ⁷	1 serving ⁷
Cold dry cereal or	½ cup or 1 ounce ⁸		½ cup or 1 ounce ⁸
Cooked cereal or cereal grains or	½ cup	½ cup	½ cup
Cooked pasta or noodle products	½ cup	½ cup	½ cup
Meat/Meat Alternates Equivalent quantity of any combination of...	OPTIONAL	REQUIRED	
Lean meat or poultry or fish or	1 ounce	2 ounces	1 ounce
Alternate protein products⁹ or	1 ounce	2 ounces	1 ounce
Cheese or	1 ounce	2 ounces	1 ounce

Handout



Breakfast

Breakfast Meal Pattern

Select All Three Components for a Reimbursable Meal

**Must serve
three
components**

1 milk	1 cup	fluid milk
1 fruit/vegetable	1/2 cup	juice, 1 and/or vegetable
1 grains/bread ²	1 slice	bread or
	1 serving	cornbread or biscuit or roll or muffin or
	3/4 cup	cold dry cereal or
	1/2 cup	hot cooked cereal or
	1/2 cup	pasta or noodles or grains

Serving sizes are minimums; more can be served to children 12+



Lunch and Supper

Lunch or Supper Meal Pattern

Select All Four Components for a Reimbursable Meal

1 milk	1 cup	fluid milk
2 fruits/vegetables	3/4 cup	juice, 1 fruit and/or vegetable
1 grains/bread ²	1 slice 1 serving 1/2 cup 1/2 cup	bread or cornbread or biscuit or roll or muffin or hot cooked cereal or pasta or noodles or grains
1 meat/meat alternate	2 oz. 2 oz. 2 oz. 1 large 1/2 cup 4 Tbsp. 1 oz. 8 oz.	lean meat or poultry or fish ³ or alternate protein product or cheese or egg or cooked dry beans or peas or peanut or other nut or seed butter or nuts and/or seeds ⁴ or yogurt ⁵

Must serve all four components

**Five items:
1 Milk,
2 Fruit/Veg
1 Grain
1 Meat**

Serving sizes are minimums; more can be served to children 12+



Snack

Snack (Supplement) Meal Pattern

Select Two of the Four Components for a Reimbursable Snack

1 milk	1 cup	fluid milk
1 fruit/vegetable	3/4 cup	juice, 1 fruit and/or vegetable
1 grains/bread ²	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup	bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains
1 meat/meat alternate	1 oz. 1 oz. 1 oz. 1/2 large 1/4 cup 2 Tbsp. 1 oz. 4 oz.	lean meat or poultry or fish ³ or alternate protein product or cheese or egg or cooked dry beans or peas or peanut or other nut or seed butter or nuts and/or seeds or yogurt ⁴

Choose 2
components

Not juice + milk

Serving sizes are minimums; more can be served to children 12+



OVS in SFSP

Offer versus serve

- OVS is only allowable for school sponsors

Table 1. OVS requirements for breakfast in the SFSP

Required meal pattern components for OVS ¹	Minimum number of food items	
	Offered	Selected
<ul style="list-style-type: none"> • One serving of VF • One serving of GB • One serving of M • One serving of additional food item from VF, GB, or MMA² 	4	3

¹ The serving of each component must be at least the minimum amount in the SFSP meal pattern.
² The additional food item must be different from the other food items. Breakfast menus cannot include two servings of the same food item, e.g., two servings of toast. Larger food items that provide more than one serving by weight or volume, such as a 2-ounce roll or 1 cup of fruit, count as only one food item under OVS at breakfast.

Table 3. OVS Requirements for lunch and supper in the SFSP

Required meal pattern components for OVS ¹	Minimum number of food components	
	Offered	Selected
<ul style="list-style-type: none"> • One serving of MMA • Two servings of VF • One serving of GB • One serving of M 	4	3

¹ The serving of each component must be at least the minimum amount in the SFSP meal pattern. Two servings from the same food component count as only one food component for OVS, e.g., two ½-cup servings of corn, or one ½-cup serving of peaches and one ½-cup serving of broccoli. Larger food items that provide more than one serving by weight or volume, such as a 2-ounce whole-grain roll or 1 cup of fruit, count as only one food component for OVS at lunch.



Meal Service

- Self-prepared or from a vendor
- Serve within approved mealtimes (these are recorded in the site app in CNP, and must be updated to reflect current operation)
- Delivered meals cannot be taken to meal sites more than one hour before meal service if adequate equipment is not available for holding



Daily Production Records / Delivery Tickets

- Your documents showing all required components of meal were provided
- If not recorded, it wasn't served
- Must be completed while the meal is being prepared
- Missing production record = meals cannot be reimbursed/fiscal action assessed
- Delivery Tickets must be signed



Daily Production Records

- Top portion: identify meal type, date, site, menu items & serving sizes

Circle Meal record is for: Breakfast Lunch Snack Supper

Sponsor Name: _____

Site Name: _____ Date: _____

Planned # of Meals Children _____ Program Adults _____ Non-Program Adults _____	Planned # Portions List serving size for each food item	Offer Versus Serve ____ Yes ____ No <u>Only</u> allowed for School Sponsors
Menu: List each food item	Number of Meals Planned _____	



Daily Production Records

- Bottom portion: completed during meal prep

Food Items Used and Form	List Recipe # with number of servings prepared or Product Name and Number or it Commodity	Total Amount Prepared	Amount Leftover
Meat/Meat Alternate			
Fruits/Vegetables			
Grains/Breads			
Milk			
Other (e.g. margarine, jelly)			

Handout

Children + Program Adults + Non-Program Adults = Actual Count of Meals Served



Daily Production Records

- Bottom portion: completed during meal prep

Food Items Used and Form	List Recipe # with number of servings prepared or Product Name and Number or it Commodity	Total Amount Prepared	Amount Leftover
Meat/Meat Alternate			
Fruits/Vegetables			
Grains/Breads			
Milk			
Other (e.g. margarine, jelly)			

Children + _____ Program Adults + _____ Non-Program Adults = _____ Actual Count of Meals Served

Handout



Daily Production Records

- Bottom portion: completed during meal prep

Food Items Used and Form	List Recipe # with number of servings prepared or Product Name and Number or it Commodity	Total Amount Prepared	Amount Leftover
Meat/Meat Alternate			
Fruits/Vegetables			
Grains/Breads			
Milk			
Other (e.g. margarine, jelly)			

Handout

Children + Program Adults + Non-Program Adults = Actual Count of Meals Served



Daily Production Records

- Bottom portion: completed during meal prep

Food Items Used and Form	List Recipe # with number of servings prepared or Product Name and Number or it Commodity	Total Amount Prepared	Amount Leftover
Meat/Meat Alternate			
Fruits/Vegetables			
Grains/Breads			
Milk			
Other (e.g. margarine, jelly)			

Handout

_____ Children + _____ Program Adults + _____ Non-Program Adults = _____ Actual Count of Meals Served



Vended Meals: Delivery Tickets

- Shows quantity & components provided
- Delivery date
- Meal type
- Delivery time and temperature
- Must be signed by receiving location staff

*Vended meals cannot be delivered more than one hour before meal service without adequate holding equipment available at the delivery site



Sample

Delivery date June 1, 2025 Meal Type
Delivery temp 165°F B L S
Delivery time 11:15 a.m.

<u>Meal</u>	<u>#delivered</u>
Hot ham & cheese sandwich	25
Sliced peaches	25 x ½ c.
Baby carrots	25 x ¼ c.
1% plain milk	25 x 8 oz.

Delivery staff MK Site staff KP



Question

Which components are required to be served at breakfast?

Fluid milk, grain,
fruit/vegetable/combo



Question

T or F? Production records must be completed at least weekly?

False, production records must be completed daily and per meal.



Question

A site's approved meal service time is 11:30 until 12:15. Three participants are waiting in the meal service line at 11:25. Should you begin meal service?

No, meal service time must match what is listed in the CNP site application, and meal service should only begin on time.



Food Buying Guide for Child Nutrition Programs

U.S. DEPARTMENT OF AGRICULTURE



Search Food Items

Keywords:

Meal Component:

Category:

Search

Reset Search

<https://foodbuyingguide.fns.usda.gov/>



Child Nutrition (CN) Label

CN Label or Product Formulation Statement for Combination Dishes

- Documents the amount of creditable Meat/Meat Alternate, Fruit/Vegetable and Grain/Bread
- Commercially prepared combination food items without a CN label or product formulation statement **cannot** be used





Child Nutrition (CN) Label

CN

Three 1.18 oz. fully cooked whole grain strip-shaped chicken pattie fritters provide 2.00 oz. equivalent

CN meat/meat alternate and 1.00 oz. CN

equivalent grains for the Child Nutrition Meal Pattern Requirements.

CN

Product Formulation Statement for Documenting Meats/Meat Alternates (M/MA) in Child Nutrition Programs

Program operators should include a copy of the label from the purchased product package in addition to the following information on letterhead signed by an official company representative.

Product Name: Grilled Chicken Nuggets Code No.: 123456
 Manufacturer: ABC Chicken Company Serving Size: 4 nuggets (2.6 ounces)

I. Meats

Fill out the chart below to determine the creditable amount of Meats.

DESCRIPTION OF CREDITABLE MEAT INGREDIENT PER FOOD BUYING GUIDE (FBG)	OUNCES PER RAW PORTION OF CREDITABLE MEAT INGREDIENT A	MULTIPLY	FBG YIELD ¹		CREDITABLE AMOUNT A x B
			B		
Boneless chicken	2.88 ounces	x	.7		2.016
		x			
		x			
C. Total Creditable Meats Amount¹					2.016


¹ FBG yield = Additional Information column.

Total weight (per portion) of product as purchased 2.6 ounces

Total creditable amount of product (per portion). (Reminder: total creditable amount (per portion) cannot exceed the total weight (per portion).) 2 ounce equivalents

I certify that the above information is true and correct and that a 2.6 ounce serving of the above product (ready for serving) contains 2 ounces of equivalent meat/meat alternate when prepared according to directions.

I further certify that any APP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A) as demonstrated by the attached supplier documentation.

Signature:  Title: President
 Printed Name: John Smith Date: 12/09/2022 Phone Number: (800) 123-4567



Child Nutrition (CN) Label

CN

Three 1.18 oz. fully cooked whole grain strip-shaped chicken patty fritters provide 2.00 oz. equivalent CN meat/meat alternate and 1.00 oz. CN equivalent grains for the Child Nutrition Meal Pattern Requirements.

CN



Child Nutrition (CN) Label

CN labels do NOT indicate that a product is healthy

Typically found on processed meat/meat alternate products

Healthier options are becoming available

If using CN labeled foods, always read the Nutrition Facts panel to choose healthier options



Daily Meal Counts

- Must have daily meal count for EVERY day meals are served
- Completed at the time of meal service AND at the end of the service line
 - Not before or after meal service
- Tally marks to cross out when each child receives meal

DAILY MEAL COUNT FORM	
Site Name: Clinton Elementary	Meal Type (circle): B <input checked="" type="radio"/> SN <input type="radio"/> SU
Address: 2250 West Platte Street, Somewhere, NE	Telephone: 402-999-9999
Supervisor's Name: Joan Smith	Delivery Time: 11:00 Date: 6/2/2016
Meals received/prepared 20 + Meals available from previous day 0 = 35 (Total meals available)	
First Meals Served to Children (cross off number as each child receives a meal):	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	
21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40	
41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60	
61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80	
81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100	
101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120	
121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140	
141 142 143 144 145 146 147 148 149 150	Total First Meals + 19
Second meals served to children:	
1 2 3 4 5 6 7 8 9 10	Total Second Meals + 2
Meals served to Program adults:	
1 2 3 4 5 6 7 8 9 10	Total Program Adult Meals + 4
Meals served to non-Program adults:	
1 2 3 4 5 6 7 8 9 10	Total non-Program Adult Meals + 3
TOTAL MEALS SERVED = 28	
Total damaged/incomplete/other non-reimbursable meals + 0	
Total leftover meals + 7	
Total of items: 35 (Item ② should be equal to item ①)	
Number of additional children requesting a meal after all available meals were served:	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	
By signing below, I certify that the above information is true and accurate:	
<u>Joan Smith</u> Signature	<u>June 2, 2016</u> Date

Handout



Daily Meal Counts: Adults

- Adult meals recorded separately from child meals
- Program adults have a direct role in meal prep/service (no cost; must be reasonable number)
- Non-program adults have no role & must pay for their meal

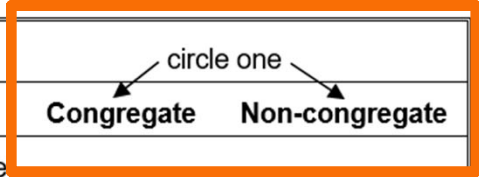
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Daily Meal Counts

- Hybrid sites: separate meal count forms for congregate and non-congregate meals
- Circle the meal type and congregate or non-congregate at top of every daily count form

DAILY MEAL COUNT FORM																			
Site Name:										Meal Type (circle): B L SN SU									
Address:										Telephone:									
Supervisor's Name:										Delivery Time:					Date:				
Meals received/prepared _____ + Meals available from previous day _____ = _____ (Total meals available) ⓘ																			
First Meals Served to Children (cross off number as each child receives a meal):																			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60





Multi-Day Meal Distribution

- Must use non-congregate multiday meal count form

NON-CONGREGATE & MULTI-DAY MEAL COUNT FORM																				
Site Name:										Meal Type (circle): B L SN SU										
Address:										Telephone:										
Supervisor's Name:										Delivery Time:					Date(s):					
Meals received/prepared _____ + Meals available from previous day _____ = _____ (Total meals available) ❶																				
First Meals Served to Children (cross off number as each child receives a meal):																				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	
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101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	
141	142	143	144	145	146	147	148	149	150	Total First Meals +					❷					
A	<input type="text"/>				X	B	<input type="text"/>				=	C	<input type="text"/>				❸			
(A) is the total # meals per package; (B) the number of children; (C) equals total # meals to be claimed.																				



Meal Counts

Q: Which meals are entered into the claim for reimbursement?

A: Total First Meals (#2) and Total Second Meals (#3)

*Adult meals (program and non-program) are NOT included

- COMPLETE Second Meals

DAILY MEAL COUNT FORM	
Site Name: Clinton Elementary	Meal Type (circle): B <input checked="" type="radio"/> SN SU
Address: 2250 West Platte Street, Somewhere, NE	Telephone: 402-999-9999
Supervisor's Name: Joan Smith	Delivery Time: 11:00 Date: 6/2/2016
Meals received/prepared (20) + Meals available from previous day 0 = (35) (Total meals available) <input type="checkbox"/>	
First Meals Served to Children (cross off number as each child receives a meal):	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150	
Total First Meals + 19 <input type="checkbox"/>	
Second meals served to children:	
1 2 3 4 5 6 7 8 9 10	
Total Second Meals + 2 <input type="checkbox"/>	
Meals served to Program adults:	
1 2 3 4 5 6 7 8 9 10	
Total Program Adult Meals + 4 <input type="checkbox"/>	
Meals served to non-Program adults:	
1 2 3 4 5 6 7 8 9 10	
Total non-Program Adult Meals + 3 <input type="checkbox"/>	
TOTAL MEALS SERVED = 28 <input type="checkbox"/>	
Total damaged/incomplete/other non-reimbursable meals + 0 <input type="checkbox"/>	
Total leftover meals + 7 <input type="checkbox"/>	
Total of items: 35 <input type="checkbox"/> + <input type="checkbox"/> + <input type="checkbox"/> = <input type="checkbox"/> (Item <input type="checkbox"/> should be equal to item <input type="checkbox"/>)	
Number of additional children requesting a meal after all available meals were served:	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	
By signing below, I certify that the above information is true and accurate:	
<u>Joan Smith</u> Signature	June 2, 2016 Date



COMPLETE Second & Adult Meals

- Complete second meals and adult meals can be served to children ONLY after all children have received a meal
- Up to 2% of first meals served will be calculated for reimbursement as second meals

Example: If your site serves 100 first meals to children, only 2 COMPLETE second meals will be calculated by CNP for reimbursement.

*Second meals are discouraged for this reason.

DAILY MEAL COUNT FORM

Site Name: **Clinton Elementary**

Meal Type (circle): B **L** SN SU

Address: **2250 West Platte Street, Somewhere, NE**

Telephone: **402-999-9999**

Supervisor's Name: **Joan Smith**

Delivery Time: **11:00** Date: **6/2/2016**

Meals received/prepared **20** + Meals available from previous day **0** = **35** (Total meals available) **1**

First Meals Served to Children (cross off number as each child receives a meal):

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
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101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	Total First Meals + 19									

NOT OK TO DRAW A LINE THROUGH NUMBERS
DO NOT MARK THIS BEFORE CHILDREN RECEIVE MEALS
MUST HAVE TALLY MARK FOR EACH MEAL CLAIMED



Daily Meal Counts

- Ways you cannot count meals:
 - Tray counts
 - Before POS
- MUST count and record meals as they are served to each participant at the end of the service line
- Serve more meals than one meal count form has? Add additional forms



Reimbursable Meals

- Must have daily meal count form
- All food components must be offered
- Indicate “field trip” on meal count form
- Regular site must remain open

*Production record reflects both site meal and field trip quantities

DAILY MEAL COUNT FORM		FIELD TRIP																	
Site Name: <u>Clinton Elementary</u>	Meal Type (circle): B <input checked="" type="radio"/> SN <input type="radio"/> SU <input type="radio"/>																		
Address: <u>2250 West Platte Street, Somewhere, NE</u>	Telephone: <u>402-999-9999</u>																		
Supervisor's Name: <u>Joan Smith</u>	Delivery Time: <u>11:00</u> Date: <u>6/2/2016</u>																		
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21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
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101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
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Second meals served to children:																			
1	2	3	4	5	6	7	8	9	10	Total Second Meals + <u>2</u>									
Meals served to Program adults:																			
1	2	3	4	5	6	7	8	9	10	Total Program Adult Meals + <u>4</u>									
Meals served to non-Program adults:																			
1	2	3	4	5	6	7	8	9	10	Total non-Program Adult Meals + <u>3</u>									
TOTAL MEALS SERVED = <u>28</u>																			
Total damaged/incomplete/other non-reimbursable meals + <u>0</u>																			
Total leftover meals + <u>7</u>																			
Total of items: <u>35</u>										(Item ⑤ should be equal to item ①)									
Number of additional children requesting a meal after all available meals were served:																			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15					
By signing below, I certify that the above information is true and accurate:																			
<u>Joan Smith</u>										June 2, 2016									
Signature										Date									



Daycares

- Daycares that participate in CACFP cannot also receive a meal at an SFSP site
 - A non-CACFP daycare receiving meals from a congregate SFSP site must provide the name of the daycare, the # of children receiving meals, and contact info.
 - **Double dipping/participating in 2 programs at the same time is not allowed
 - RNC sites: children attending non-CACFP daycares must be present to receive meals



Food Safety

- All sites must have thermometers and temperature logs
- Hand washing
- Sanitize surfaces and equipment
- Health Department inspection at least once during operation





Leftover Meals

- Plan production/meal orders to prevent leftover meals
- Cannot keep leftovers without proper holding equipment
- Use leftover meals first
- Adjust quantity for the next order accordingly
- Cold foods held at 41⁰F or below
 - If temp not maintained, must be discarded at end of meal service



Agenda

- ✓ Program requirements
- ✓ Application & claims
- ✓ Site monitoring & documentation
- ✓ Meal requirements
- ✓ **Program flexibilities**
- ✓ Program costs
 - Procurement
 - Rural Non-Congregate



Share Table

- Unopened, unused, whole food items available to other children who may want additional helpings
 - Examples: fruit with thick peel (e.g. banana, orange) or commercially packaged ready-to-eat item
 - NO Milk and dairy or other time and temperature control for safety foods



Share Table

- When equipment is available, complete meals and nonperishable components on share table may be stored for later.
- Follow State and local health and safety codes.
- Document as leftovers & items returned to inventory



Walking Grain/Apple

- Allow participant to take ONE fruit or grain item offsite to eat later
- From own meal
 - Apple or other fruit with edible skin
- From share table
 - Fruit with inedible skin or manufacturer's sealed unopened item
- Nothing opened by another participant



Walking Grain/Apple





Agenda

- ✓ Program requirements
- ✓ Application & claims
- ✓ Site monitoring & documentation
- ✓ Meal requirements
- ✓ Program flexibilities
- ✓ Program costs
 - Procurement
 - Rural Non-Congregate



Allowable Program Costs

Operating costs

- costs of creditable foods used in meals
- non-food supplies for food service
- space for food service
- meals served to adult volunteers or paid staff who work directly with meal service



Allowable or Not?

Foods purchased to prepare meals for children.

Allowable. All meals served to children should be paid for using SFSP reimbursement



Allowable or Not?

Coffee purchased for food service staff to drink during breaks.

Unallowable. Foods not used to serve children a reimbursable meal are not allowed to be paid for using SFSP reimbursement funds.



Allowable or Not?

Transportation costs related to delivering meals to meals sites.

Allowable. Transporting meals served to children at approved SFSP sites is allowable; use Federal mileage rate.



Allowable or Not?

Meals served to adults accompanying a child to a meal service.

Unallowable. These meals are not used to serve children and therefore not eligible to be paid for using SFSP reimbursement.



Allowable Program Costs

Sponsors must use all program reimbursement to:

- Pay for meals, staffing
- Improving SFSP operation
- Use as start-up funds for next year's operation
- Year-end excess funds may transfer to another USDA Child Nutrition Program (CACFP, NSLP)

*If not used, State Agency will collect excess funds



Unallowable Costs

- Costs for excess meals ordered or prepared but not served
- Meals not meeting meal pattern (missing a component)
- Meals served off-site or outside approved meal service time
- Foods not used for meal service (e.g. coffee for staff; dessert for children)



Unallowable Costs

- Meal served to adults not involved in food service
- Spoiled/Expired or damaged meals

*Adults not involved in meal service must pay Sponsor for meals or Sponsor covers that cost through non-federal funds(e.g. grant funding)



Financial Recordkeeping

- All sponsors must have internal controls and other management systems in place to ensure fiscal accountability
 - all expenses incurred with integrity and accountability;
 - claims processed accurately;
 - Funds and property safeguarded and used for only allowable expenses;
 - safeguards and controls in place to prevent and detect improper activities;
 - Do not conduct business with debarred or suspended entities (use reputable vendors only)
 - Maintain appropriate financial and program records

Adult Meal Prices



Adult Meal Prices:

Breakfast: \$3.25

Lunch: \$5.75



Reimbursement

Based on # meals served multiplied by the sum of administrative & operating rates

*Reimbursement allowed only with approved application with NDE

Per Meal Rates in whole or fractions of U.S. dollars	All States except Alaska and Hawaii	All States except Alaska and Hawaii
	Rural or Self-prep Sites	All Other Types of Sites
Breakfast	3.1975	3.1375
Lunch/Supper	5.6000	5.5100
Supplement	1.3250	1.2950



Agenda

- ✓ Program requirements
- ✓ Application & claims
- ✓ Site monitoring & documentation
- ✓ Meal requirements
- ✓ Program flexibilities
- ✓ Program costs
- ✓ Procurement
 - Rural Non-Congregate



Procurement

Regulations found in 2 CFR Part 200 and 7 CFR Part 225

Three types:

- Micro-purchase
- Informal Purchase
- Formal Purchase

Sponsor must create and maintain *purchasing plan*



Purchasing Plan

1. Plan purchases by forecasting meal counts with # new and returning sites
2. Plan meals to meet meal pattern through cycle menu
3. Plan orders based on menu items and # meals and order frequency
4. Solicit bids from vendors providing specific information
 - a. Delivery schedules
 - b. Local foods
 - c. Payment due dates



Procurement

Select products that meet site needs and appeal to children (better participation, less food waste)

Still must maintain *fair* and *open* competition

- **not allowed: less than arms-length-purchases**



Procurement

Micro-purchase: under \$15,000

- Price is reasonable
- Business distributed equitably amongst suppliers
- No formal bidding required

Informal purchase: less than \$350,000

- Must get three bids



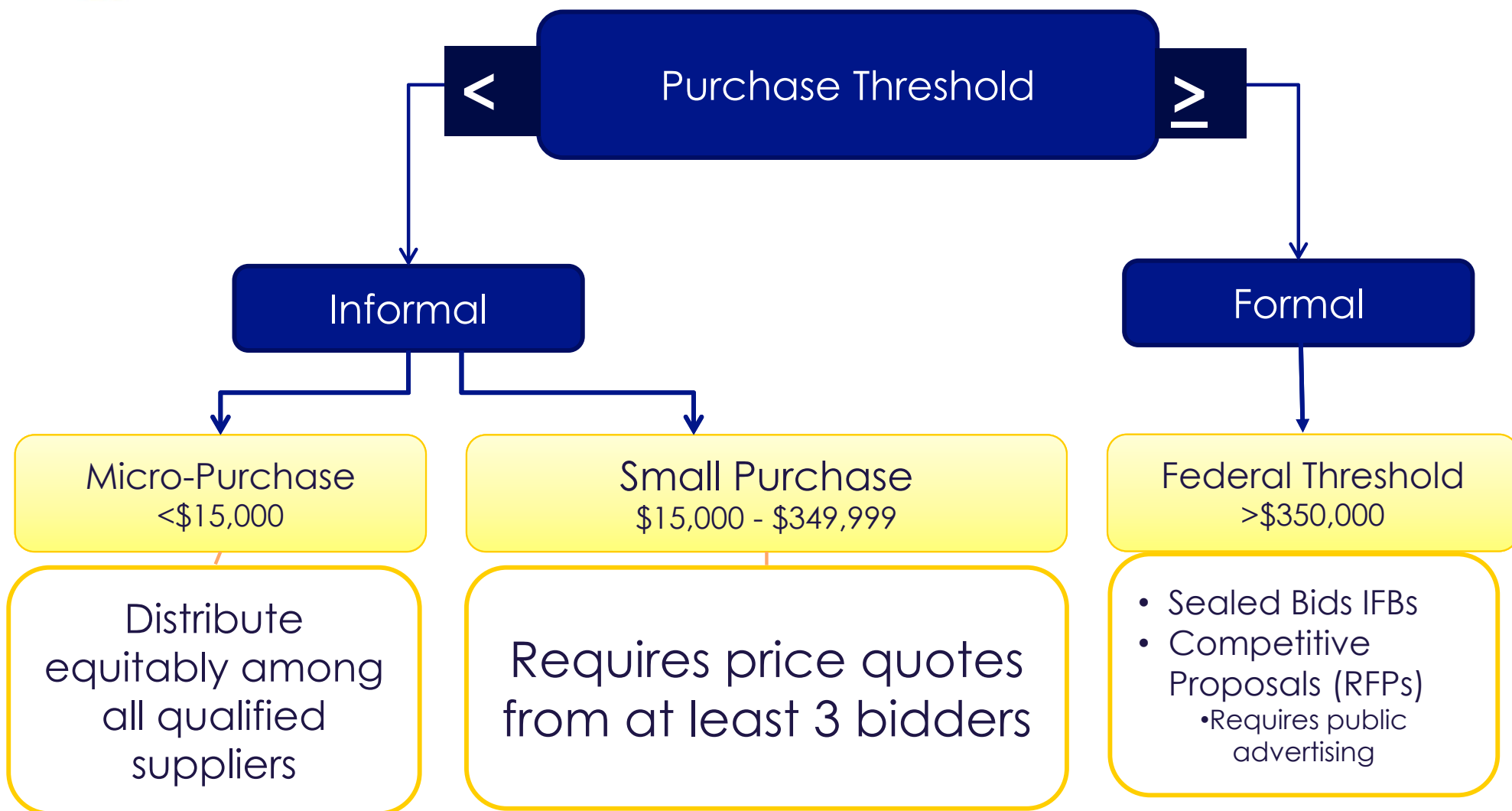
Procurement

Formal purchase (greater than \$350,000) requires:

- Invitation for a bid (IFB) or Request for Proposal (RFP)
- Public announcement
- Distribute announcement to multiple vendors
- Formal bid opening
- Evaluation process, cost with most weight



Decision Tree





Procurement Specifications

Forms & Resource Center

Program Forms & Templates

- [SFSP Production Records](#)
 - [Example Production Records](#)
- [Daily Meal Count Form](#)
- Claim Consolidation Form
 - [Claim Consolidation PDF](#)
 - [Claim Consolidation Excel](#)
- [SFSP Site Review Form](#)
- [Training Documentation Form](#)
- [Pre-operational Site Visit Form](#)
- [SFSP Sample Closed Enrolled Roster template](#)
- [SFSP Procurement Specifications](#)
- [SFSP Permanent Agreement](#)

SFSP Minimum Procurement Specification and Model Meal Quality Standards

7 CFR 225.7 (c)

Meal Component	Minimum Specs	Best Practices
Grains	Made with whole and/or enriched grains. Grains include pasta, tortillas, rice, and flour/grain-based bakery products, including: breads, sandwich rolls, buns, cornbread, biscuits, loaf breads, and grain-based desserts.	<ul style="list-style-type: none">• Offer 100% whole grain or whole grain-rich items• Eliminate grain-based desserts from menus
Meats/Meat Alternates	<p>Beef: US "Choice" grade</p> <p>Poultry: US grade A for unprocessed; grade B if further processed</p> <p>Pork: U.S. No. 1 or U.S. No. 2.</p> <p>Seafood: Top grade, frozen fish (nationally distributed brand required and must be packed under continuous inspection of the USDA)</p> <p>Fresh eggs: USDA Grade A or equivalent; 100-percent candled</p> <p>Frozen eggs: USDA-inspected</p> <p>Cheese: Pasteurized natural or processed cheeses; no cheese food, imitation cheese, cheese product, or cheese spread</p>	<ul style="list-style-type: none">• Serve lean cuts of meat with visible fat and skin removed• Serve fish, nuts, or beans in place of meat when possible• Limit fried or pre-fried foods (such as chicken nuggets or other breaded meat items) to twice or less weekly• Limit or avoid offering processed meats (e.g., luncheon meats, bologna)• Serve natural cheeses• Serve low-fat or reduced-fat yogurts with less sugar



Geographic Preference

- When evaluating bids/proposals, geographic preference can be awarded points
- Award points for locally grown or locally raised agricultural products
- Use “locally grown”, “locally raised”, or “locally caught” as a specification or selection criteria
- Sponsor can determine the what is considered "local"



Small, Minority & Women Owned Businesses

- Ensure minority, small and women owned businesses used when possible
- How?
 - Include small, minority and women owned businesses in bid solicitation when could be responsive and responsible vendor
 - Ensure small, minority and women owned businesses in solicitation lists
 - Divide large contracts into smaller scope of activities to allow more small, minority and women owned businesses to be a supplier

Regulations: 7 CFR Part 225.17(b) & 2 CFR Part 200



SFSP Grant

The 2026 Summer Food Service Program (SFSP) Expansion Grant Application

- The 2026 SFSP Grant Application deadline was **March 27, 2026.**
- Access and complete the online application here: [SFSP Grant Application](#).
- The grant application instructions provided below provide comprehensive details on allowable grant activities and costs. Please note that the grant funds *cannot* be used to pay for food items or other supplies used for meal service (these are costs that should be paid for using the meal reimbursement provided through the USDA).

[SFSP Grant Instructions 2026](#)



Attendance Record

- In order to get credit for this required training, please click the link in the chat and fill out the form for **EACH** person in your listening group:



SFSP Training Attendance Record 4-14-26



Questions?

Contact NDE SFSP Squad

<https://www.education.ne.gov/ns/>



Agenda

- ✓ Program requirements
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- ✓ Meal requirements
- ✓ Program flexibilities
- ✓ Program costs
- ✓ Procurement
- ✓ Rural Non-Congregate



Rural Non-Congregate

(RNC)



RNC

- Meals that can be consumed off-site and are provided to eligible children aged 1-18 and from approved locations
- Individual meals or bulk meals for up to 5 days at one time
- *Special prior approval is required to utilize this meal service option (integrity plan)*
- *Without prior approval, reimbursement will be disallowed*



Integrity Plan

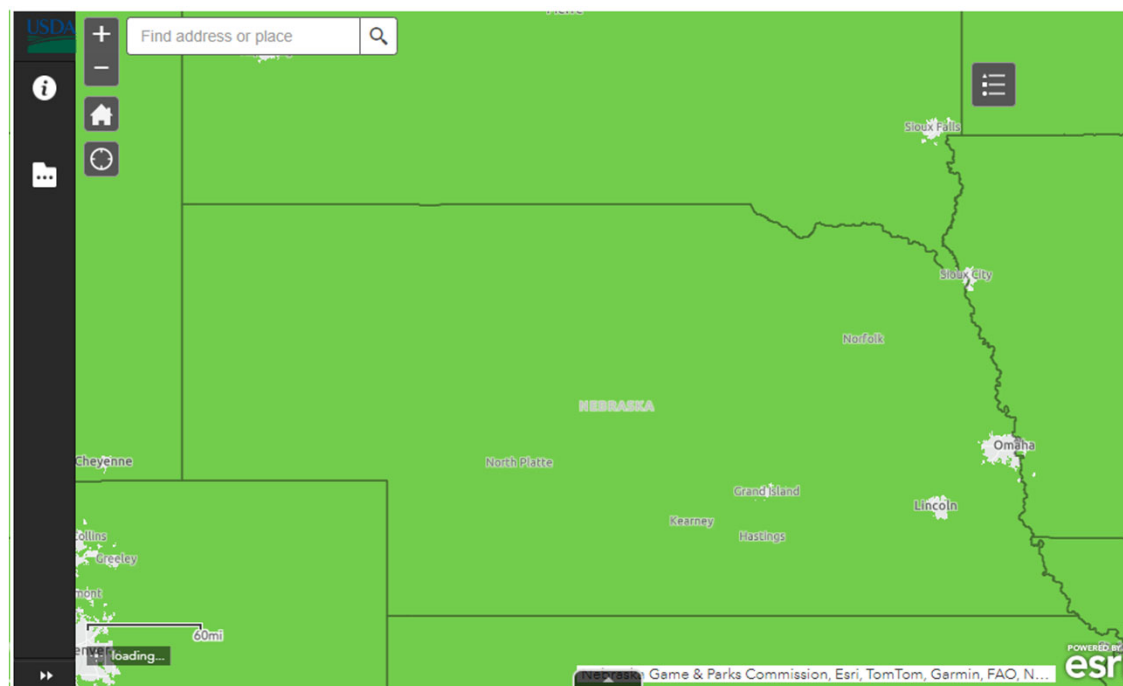
- *Integrity Plan-REQUIRED*
 - *Detailed Survey*
- *What to do if our plans change?*
 - *Resubmit a new survey (detailed plan)*
 - *Email a Program Specialist*
- ***Without prior approval, reimbursement will be disallowed*



RNC Eligibility

Must be in a rural location

Access [USDA's Rural Designation Tool](#)

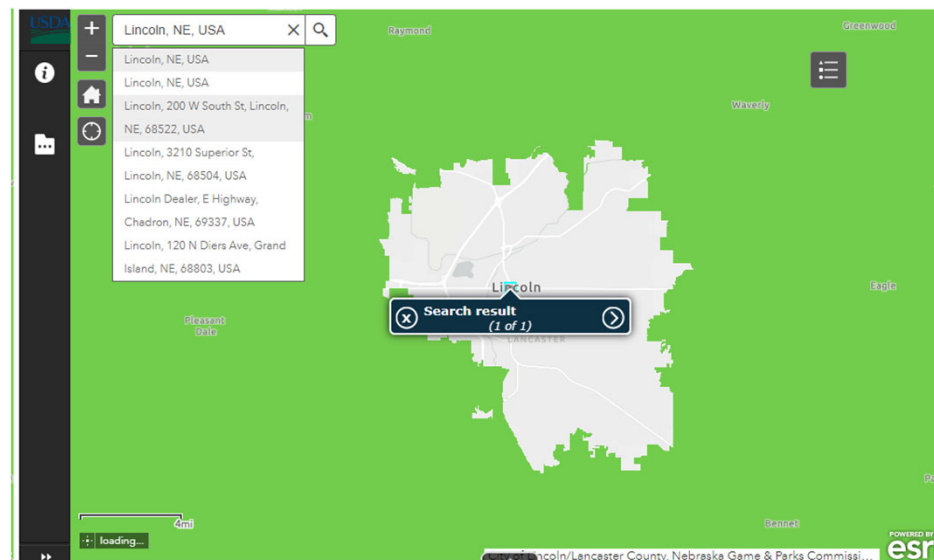
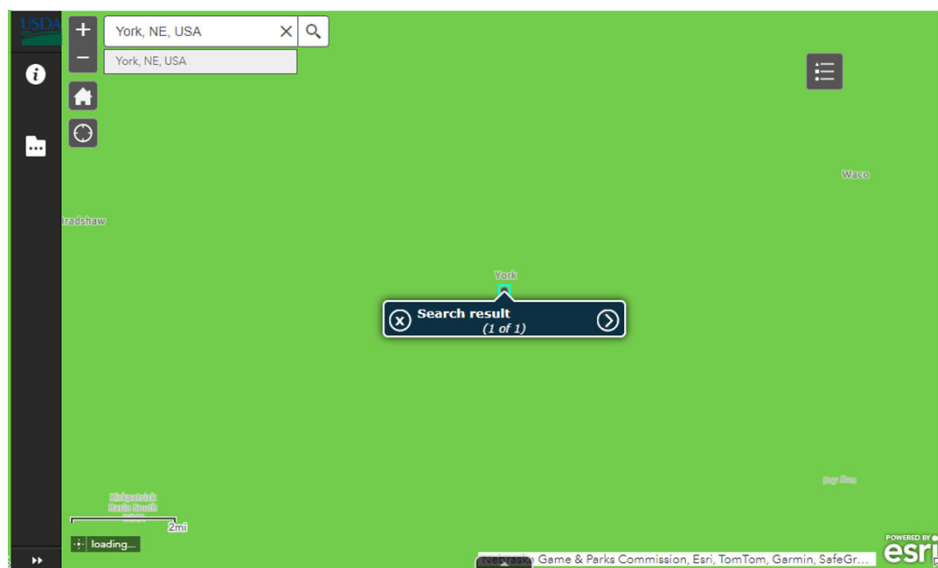




RNC Eligibility

York, NE

Green = rural

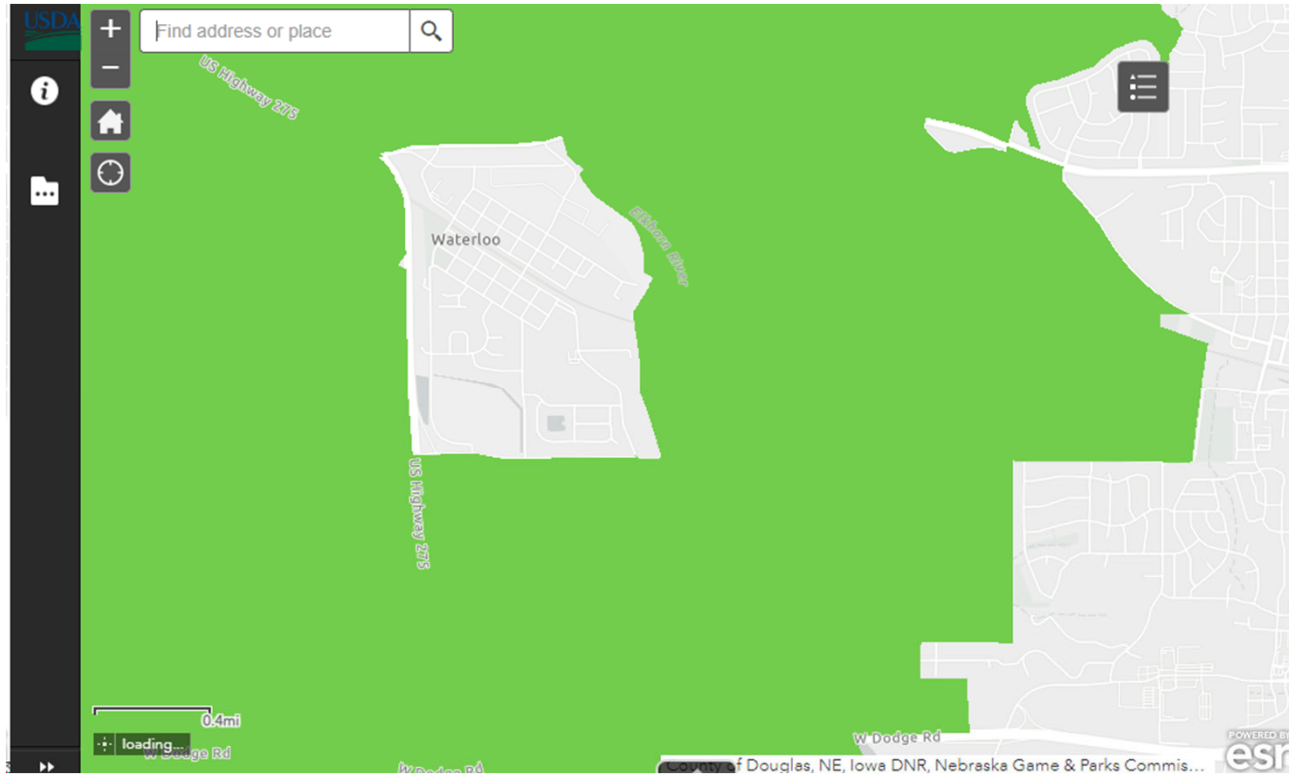


Lincoln, NE

White/Grey = not rural



Rural in Urban Area?



Contact Nutrition Services for assistance



Conditional Site

- Sponsors may operate a non-congregate site for children in non-area eligible location
- Sponsors of conditional non-congregate sites are reimbursed only for meals served to children whose eligibility for Program meals is documented



Conditional Site

Provide meals to **only** children eligible to receive Free or Reduced-price meals

- Enrolled school children & other children in the same household
- Meal application or Direct Certification match

Non-school sponsors have two options:

- Ask households to complete meal application, or
- MOU with school to share information (confidentially)



Conditional Site Eligible Roster

Verify that each child receiving meals is eligible for Free or Reduced-price meals

Meal application will probably have younger siblings included in members of household

Complete new application if change in household members and/or income

Direct cert list + benefit extended to others in household



Area-Eligible Meal Service Methods

Grab & go pick up from an area eligible location

OR

Meal delivery to homes with children residing in eligible area + **guardian signed consent** to receive meals for children

Meals provided for up to 5 days at a time

- Unitized meals
- Bulk meals



Bulk or Multi-Day?

- **Bulk** items in the non-congregate meal service are specific food items provided in a larger quantity than required for a single meal service.
- **Multi-day** meal issuance in non-congregate meal service is when multiple days of meals are provided on one day, whether unitized or comprised of bulk items.



Multiple Meals Considerations

MULTI-DAY MEAL COUNT FORM	
Site Name:	Meal Type (circle): B L SN SU
Address:	Telephone:
Supervisor's Name:	Delivery Time: Date(s):
Meals received/prepared ____ + Meals available from previous day ____ = ____ (Total meals available) ①	
First Meals Served to Children (cross off number as each child receives a meal):	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	
21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40	
41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60	
61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80	
81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100	
101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120	
121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140	
141 142 143 144 145 146 147 148 149 150	Total First Meals + ②
A <input type="text"/> x B <input type="text"/> = C <input type="text"/> ③	
(A) is the total # meals per package; (B) the number of children; (C) equals total # meals to be claimed.	
Meals served to Program adults:	
1 2 3 4 5 6 7 8 9 10	Total Program Adult Meals + ④
TOTAL MEALS SERVED = ⑤	
Total damaged/incomplete/other non-reimbursable meals + ⑥	
Total leftover meals + ⑦	
Total of items: ⑧ + ⑥ + ⑦ = ⑨	
(Item ⑧ should be equal to item ⑨)	
By signing below, I certify that the above information is true and accurate:	
Signature _____	Date _____

Use Multi-Day Meal
Count Form

Handout

Food safety

- Meet state & local health & safety requirements
- Storage requirements
- Discard date

Instructions for children

- Bulk meals must identify what makes a meal
- Preparation instructions (this should be simple - no oven, stovetop or knives)



Home Delivery

- Signed guardian consent to receive meals for children (hard copy, email, electronic)
- Someone (not necessarily child) must be present to receive meals
 - Meals cannot be left if no one accepts them



Home Delivery

Home Delivery Consent Must Contain:

- Household contact information
- Delivery address
- Number of eligible children in household
- Name(s) & age(s) of children in the household
- Signature of parent or guardian



Home Delivery

Home Delivery Consent Form:

(Insert school/sponsor information and logo)

Summer Food Service Program/ Seamless Summer Option Home Delivery Consent Form

I give consent to summer feeding SFA/Sponsor: **(Insert name of SFA or Sponsor name)** to deliver meals to my home as part of the Summer Food Service Program or Seamless Summer Option Grab and Go Meal Service option. I understand that household contact information may be shared with organization staff, volunteer delivery personnel, or private delivery vendors such as bus transportation contractors. I also give my consent for meals to be left if no one is home at the time of delivery. I understand that cold foods need to be refrigerated and agree to properly store the food until it is eaten by the child(ren). Further, I understand that the food delivered under this program will be consumed by the eligible participants, children aged 1-18. Meals will not be delivered until this form is submitted and approved by school officials.

Meal Delivery Address: _____

Phone (Home / Cell): _____ Email: _____

Number of eligible children in household: _____

Child name: _____ Age: _____

Child name: _____ Age: _____

Child name: _____ Age: _____

Child name: _____ Age: _____

Child name: _____ Age: _____

Child name: _____ Age: _____

Child name: _____ Age: _____

I promise that all information on this consent form is true and accurate as reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may check the information. I am aware that if I give false information, my children may lose these meal benefits.

For more information, you may call **(Insert name of point of contact)** at **(Insert phone number of point of contact)** or email at **(Insert email address of point of contact)**.

Return this form to: **(Insert point of contact name and address)**

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [ASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf](https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf) ><https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. [20250-9410](tel:202509410).
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

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Internal Use Only Section:

Number of approved meals for eligible children that are confirmed to reside at the residence.

If any listed children are determined not eligible, state reason(s) for ineligibility:

Date parent/guardian was notified: Click or tap to enter a date.

School/Sponsor Staff Name and Title:

Signature: _____

Date: Click or tap to enter a date.

This documentation must be retained on file at the school with summer feeding program documentation.



Need Parental/Guardian Consent?

	Grab n' Go (curbside/ backpack) Area Eligible	Grab n' Go (curbside/ backpack) Conditional Non-area Eligible	Home Delivery (daily or bulk) Area Eligible	Home Delivery (daily or bulk) Conditional Non-area Eligible	Congregate Area Eligible	Congregate Conditional Non-area Eligible
Parental/ Guardian Consent Needed			YES	YES		
Standard SFSP Public Notification	YES				YES	
Eligible Participants Notified		YES		YES		YES



Daycares

- Daycares that participate in CACFP cannot also receive a meal at a SFSP site
 - **Double dipping/participating in 2 programs at the same time is not allowed
 - RNC sites: children attending non-CACFP daycares must be present to receive meals
 - Daycare providers do not meet the definition of guardian under USDA



RNC Site Monitoring

- If your RNC site has not operated RNC previously it is considered a NEW site

Must complete:

- Pre-operational site visit form
- 1st 2 weeks site visit form
- Annual site visit form



RNC Resources



Navigating Non-Congregate Summer Food Service Program (SFSP): Parent or Guardian Pick-up

In the Summer Food Service Program (SFSP), **parent or guardian pick-up** is a meal service option for which approved sponsors may distribute meals to parents or guardians to take home to their children. Per [7 CFR 225.6\(c\)\(2\)\(x\)](#) and [7 CFR 225.6\(c\)\(3\)\(vii\)](#), State agencies are responsible for ensuring sponsor applications include procedures that document meals are only distributed to eligible children and that duplicate meals are not distributed to any child in non-congregate areas.

State agencies should develop policies for parent or guardian pick-up that prioritize safeguarding Program funds for their intended use while being mindful of operational burden to sponsors. As a reminder, State agencies are responsible for defining "guardian" for the purpose of non-congregate meal service. The definition should maintain a direct caregiver relationship between an adult and a child. Individuals caring for groups of unrelated children formally enrolled in care should not be considered guardians under the State agency's definition.

Considerations for Developing State Agency Policies

Verification of participant eligibility and providing duplicate meals are two important integrity concerns for the parent or guardian meal service option. During the application process, State agencies must ensure sponsor procedures ensure it distributed only to parents or guardians for eligible children. This can be done by ensuring that children be present with the parent or guardian at the first meal may also request documentation from the parent or guardian pick-up either before or during meal service, such as:

- Official letter or email from a school confirming student enrollment
- Student ID cards
- Individual student report cards
- Attendance record from the parent portal of the school website
- Other official third-party records

In addition to ensuring that meals are going to eligible children, sponsors should develop effective procedures to prevent the issuance of duplicate meals, which depends on site characteristics. Examples of procedures include:

1

Navigating Non-Congregate Summer Food Service Program: Site Caps

A **site cap** is the maximum number of meals that may be claimed at a Summer Food Service Program (SFSP) sponsor. The purpose of a site cap is to ensure that a site does not purchase and/or produce meals outside the site and the needs of the community. To maintain program integrity and ensure the intended purpose, site caps for rural non-congregate sites should accurately reflect the needs of the targeted rural communities being served.

State agencies are responsible for reviewing and approving site caps and developing policies and procedures for assessing site caps for rural non-congregate sites during the application process. States must confirm that the site caps accurately reflect the needs of the targeted rural community.

To assess proposed site caps, **State agencies can utilize population data resources found in the [Area Eligibility Mapper for CACFP and Summer Meals](#)**. School Data and/or Census Data also provides data for area eligibility and estimates regarding the population of children in a particular area. Previous guidance on site caps can be found at SFSP 16-2015, [Site Caps in the Summer Food Service Program, Revised](#), April 21, 2015.

In situations where a sponsor proposes a non-congregate site located adjacent to a suburban or urban area, States must ensure that the purpose of such site is to serve children who live within the bounds of the rural area and that the site cap is reflective of serving those children.

How to Assess Requests for Site Cap Increases

A sponsor may request a site cap increase if the estimate provided as part of their application was too low. State agencies should establish a process for considering requests to increase site caps which ensures the increase aligns with the target population for the site. Below are methods a State can use when evaluating these requests. Please note, this is not an exhaustive list and State agencies are not limited to the examples below.

- Utilizing data sets (like Census data or school data) and monitoring tools (on-site and off-site) to help assess whether a proposed increase is reasonable;

1

Navigating Non-Congregate Summer Food Service Program: Site Proximity

In the Summer Food Service Program (SFSP), **site proximity** refers to the minimum distance between approved sites, based on population density and accessibility to participants. Approval of multiple sites offering meal services at the same time to the same population of children can create the potential for integrity concerns. Site proximity must be considered when approving sites during the SFSP sponsor application process per [7 CFR 225.6\(h\)\(1\)\(ii\)](#).

Considerations for Developing State Agency Policies

State agencies should develop policies regarding site proximity for congregate and non-congregate sites. Each proposed site must be evaluated individually and thoroughly by the State agency, and in the context of other sites serving the area. Previous guidance on proximity of sites can be found in [SFSP 15-2023, Best Practices for Determining Proximity of Sites in the Summer Food Service Program, September 28, 2023](#).

State agencies should consider the following factors relative to site proximity when reviewing applications:

The distance between all proposed sites and site location:

- Consider population density and the ability for participants to access the sites based on geography.
- If two proposed sites are in close proximity, request documentation to explain the need, which may include:
 - Any physical conditions or other barriers;
 - Public safety concerns;
 - Maximum distance someone might travel in a rural area; or
 - Adjacent site types are closed-enrolled or camps.
- Ensure that sponsors operating sites in close proximity have a way to control each other to prevent possible meal duplication or building in an obvious indicator of meal duplication. For example, color coding meal bags for different sites.
- Use mapping tools such as [Capacity Builder](#), Google maps, Apple maps, MapQuest to confirm site proximity for proposed sites.



Date: January 10, 2025

Memo code: SFSP 03-2025, SP 08-2025

Subject: Non-Congregate Meal Service in Rural Areas: Questions and Answers #3

To: Regional Directors, Child Nutrition Programs, All Regions
State Directors, Child Nutrition Programs, All States

This memorandum is the third set of questions and answers on the rural non-congregate summer meal options established through the Consolidated Appropriations Act, 2023 (the Act) ([PL 117-328](#)), and codified through the interim final rule (IFR), [Implementing Provisions from the Consolidated Appropriations Act, 2023: Establishing the Summer EBT Program and Rural Non-congregate Option in the Summer Meal Programs](#) (88 FR 90230). The Act authorized permanent, non-congregate meal service through the Summer Food Service Program (SFSP) and National School Lunch Program's (NSLP) Seamless Summer Option (SSO) for rural areas with no congregate meal service.

The purpose of this memorandum is to provide State agencies and program operators with additional clarification on rural non-congregate requirements and guidance to enhance program integrity. The first memorandum in this series, [SFSP 07-2024, SP 13-2024, Non-Congregate Meal Service in Rural Areas Questions and Answers](#), February 21, 2024, updates earlier guidance originally issued for Summer 2023 operations and ensures consistency with the provisions of the IFR. The second memorandum in this series, [SFSP 08-2024, SP 15-2024, Non-Congregate Meal Service in Rural Areas Questions and Answers #2](#), March 27, 2024, addresses additional implementation topics based on feedback received by State agencies and program stakeholders. The following operational topics are addressed in this guidance:



RNC Section in CNP

Non-Congregate Meal Service Operation

74. Do you plan to provide non-congregate meals at this site? Yes No Both

Do you plan to provide non-congregate meals at this location as a rural location? Yes No

Check the day(s) meals will be distributed.

Mon-Fri: Sun: Mon: Tue: Wed: Thu: Fri: Sat:

Will multiple days of meals be provided? Yes No

How many calendar days of meals are included?

Which meals are given in bulk (check all that apply)?

Breakfast AM Snack Lunch PM Snack Supper None

Will meals be provided to parents/guardians? Yes No

Is this site providing home delivered meals? Yes No

Other non-congregate meal information:

Monday and Wednesday distribution will include two breakfast and two lunch. Friday distribution will include 3 breakfast and 3 lunch.

75. If there is a waiver for non-congregate meals due to excessive heat, are you requesting this site be included? Yes No N/A



Attendance Record

- In order to get credit for this required training, please click the link in the chat and fill out the form for **EACH** person in your listening group:



SFSP Training Attendance Record 4-14-26

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Washington, D.C. 20250-9410;

(2) Fax: (833) 256-1665 or (202) 690-7442; or

(3) Email: program.intake@usda.gov.

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